

MARIN EMERGENCY RADIO AUTHORITY

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BOARD OF DIRECTORS

MINUTES OF SPECIAL MEETING: DECEMBER 17, 2008

Board Member Ken Nordhoff called the meeting to order at 2:19 pm at the Novato Fire Protection District's Administrative Office, Heritage Conference Room at 95 Rowland Way, Novato, California. Nordhoff asked for the Board's approval of reordering Agenda Item C as the first item of business before the Closed Session. The Board concurred.

BOARD MEMBERS PRESENT:

City of Belvedere

City of Larkspur

City of Mill Valley

City of Novato

City of San Rafael

County of Marin

City of Sausalito

Bolinas Fire Protection District

Inverness Public Utility District

Marin Community College District

Marin County Transit District

Novato Fire Protection District

Ross Valley Fire Department

Southern Marin Fire Protection

Tiburon Fire Protection District

Twin Cities Police

Mark Campbell (Alternate)

Jean Bonander (2:40 pm)

Anne Montgomery

Joe Kreins (Alternate)

Ken Nordhoff

Matthew Hymel (Alternate)

Don MacQuarrie (Alternate)

Anita Tyrrell-Brown

James Fox

Charles Lacy

David Rzepinski (2:27 pm)

Marc Revere

Roger Meagor (Alternate)

Joel Hames

Tim Harris

Mike McDuffee (Alternate)

BOARD MEMBERS ABSENT:

Town of Corte Madera

Town of Fairfax

Town of Ross

Town of San Anselmo

Town of Tiburon

Kentfield Fire Protection District

Marin Municipal Water District

Marinwood C.S.D.

Stinson Beach Fire District

STAFF PRESENT:

Maureen Cassingham, Executive Officer

Greg Stepanicich, General Counsel

Richard Chuck, Communications Engineer

Elizabeth Lopez, Recording Secretary

GUESTS PRESENT:

Roger Sprehn, Corte Madera

Agenda Item A: Closed Session – Public Employee Performance – Executive Officer Evaluation pursuant to Government Code §54947

- 1) Additional Service Amendment No. 1 to Agreement for Professional Services – Regional Government Services Authority

The Board agreed there was no need for a Closed Session which General Counsel confirmed.

M/S/P Lacy / Hymel to approve Amendment No. 1 to the Agreement for Professional Services with the Regional Government Services Authority extending the current contract through February 28, 2009 under the same terms and conditions. The Subcommittee of Nordhoff, Kreins and Revere will work with the Executive Officer to develop a Work Plan for 2009, review a contract extension and salary adjustment and present same to the Executive Committee on February 11, 2009.

AYES: ALL

NAYS: NONE

Motion carried.

Agenda Item B: Consent Calendar

All matters on the Consent Calendar are to be approved with one motion unless a member of the Board of Directors or the public requests that separate action be taken on a specific item:

- 1) Minutes from June 5, 2008 Board Meeting.
- 2) Resolution Authorizing Destruction of Certain Records per Authority Records Retention Schedule
- 3) Resolution Amending MERA Records Retention Schedule
- 4) Proposed Contract between MERA and Gladwell Governmental Services, Inc., for Records Management Services – Phase Two (Active Files)
- 5) Proposed MERA Office Space Lease – Marin Community Foundation (MCF) Property Holdings, Inc.

M/S/P Harris /Montgomery to approve Consent Calendar items #1-5 as presented.

AYES: ALL

NAYS: NONE

Motion carried.

Agenda Item C: Nomination of Officers for MERA Board (President and Vice President)

M/S/P Revere/Kreins to elect Kinsey as President and Nordhoff as Vice President.

AYES: ALL

NAYS: NONE

Motion carried.

Agenda Item D: Executive Officer's Report (Cassingham)

- 1) 2008 Annual Progress Report on Authority Operations and Activities

The Executive Officer summarized the 2008 Annual Progress Report on Authority Operations and Activities.

M/S/P Hames / Bracken to approve the Executive Officer's 2008 Annual Progress Report on Authority Operations and Activities as presented.

AYES: ALL

NAYS: NONE

Motion carried.

- 2) Forbes Hill Reservoir County Facilities Abatement Project Scope and Cost Estimate

M/S/P McDuffee / Kreins to approve a contract with PES Environmental, Inc. not-to-exceed \$20,000 to assist MERA in abating the abandoned County radio facilities at Forbes Hill Reservoir and remediating the site and approve authorizing the Executive Officer to execute same, subject to approval of the work by MMWD and approval of the agreement as to form by legal counsel.

AYES: ALL

NAYS: NONE

Motion carried.

- 3) Report on Status of Marin Schools' Emergency Communications (verbal)

The Marin County Office of Education and Marin School Districts are working with their respective local public safety agencies on emergency communications.

- 4) Other Information Items

MERA received a notice of downgrade from MBIA on MERA's 1999 Bond Revenue Reserve Investment Agreement. The Executive Officer will work with Tom Gaffney of Bartle Wells on investment options. She also met with Michael Smith, County Treasurer to discuss investment of the reserve. She will report back on the status.

Agenda Item E: Operations Reports (Mansourian)

- 1) Coverage Report – Discussion and Request for Direction (verbal)

Chuck summarized the three new sites recommended by Motorola to improve coverage: Tomales, Angel Island and Twin Peaks. The Executive Committee supported the Tomales site at a cost of \$1.4 million plus to improve coverage while continuing to study Angel Island and Twin Peaks. Chuck said MERA would move equipment from Bay Hill to the Tomales site. No new frequencies would be needed to accomplish the upgrade. Comments were made regarding whether new sites will truly resolve coverage issues and whether new financing would go beyond the expected life of the system.

M/S/P Nordhoff / Kreins to direct the Operations Group led by Mansourian, to move forward with researching details of the Tomales project, including financing and timelines for presentation to the Executive Committee on February 11, 2009 for recommendation to the Board.

AYES: All
NAYS: NONE
Motion carried.

- 2) Frequency Report – Discussion and Request for Direction (verbal and financing handout to be distributed at meeting)

Chuck summarized the proposed \$2 million plan to address system capacity, including additional frequencies, movement of the Jail and Transit off system and migration of Fire to VHF. A handout of anticipated costs for financing the plan's new coverage improvements (\$2 million) plus capacity improvements (\$2 million), for each Agency, using the Lando Formula for a 20-year period was distributed.

It was noted the effect of these improvements on operating costs must be examined. Jail traffic would be on a different trunk. A non- system channel would be provided for the Transit District. These changes would result in a reduction of 14-15% of traffic on the system and resolve capacity issues during an event. This can only happen if MERA purchases the five extra frequencies. Kreins recommended Operations Group input on proposed plan details.

M/S/P Bonander / Lacy & McDuffee to authorize Mansourian to negotiate for five new frequencies, and develop a detailed communications plan, including specific costs and timeline to implement frequencies, Jail and Transit moves and Fire to VHF for presentation to the Executive Committee and MERA Board for approval.

AYES: All
NAYS: NONE
Motion carried

M/S/P Nordhoff / McDuffee to direct development of system operating policies and direct staff to work with County OES to seek Homeland Security funding for system improvements for presentation to the Executive Committee and Board.

AYES: All
NAYS: NONE
Motion carried

- 3) Report on Addition of Mutual Aid Partners and System Capacity (verbal)
No report.

- 4) Report on Analysis of Existing and Purchase of Additional Radios – Discussion and Request for Direction (verbal)

Chuck reported that the current number of radios has exceeded the 20-year life of the system. He discussed the member survey seeking information on why the number of radios has increased. Kreins said MERA needs to track all radios and develop a policy on additional radios.

M/S/P Nordhoff / Revere to impose a moratorium on the programming of new radios as of today, excluding the seventeen that are in the pipeline now and replacements and direct the Operations Group to come back to the Executive Committee with a policy regarding adding new radios that includes the Group's review of future requests.

AYES: All
NAYS: NONE
Motion carried

- 5) Status/Work Statistics Reports (Chuck)

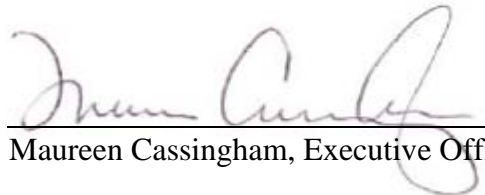
The written report was accepted as presented.

Agenda Item F: Open Time for Items Not on Agenda

No comments were received.

Agenda Item G: Adjournment

The meeting was adjourned at 3:33 pm by consensus.



Maureen Cassingham, Executive Officer

APPROVED DECEMBER 17, 2008